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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

COUNTY OFFICE INSTRUCTIONS FOR OBTAINING CONSERVATION MATERIALS AND SERVICES UNDER THE 1941 AGRICULTURAL CONSERVATION PROGRAM

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PART I. INTRODUCTION

The 1941 Agricultural Conservation Program Bulletin provides that, where practicable, the Agricultural Adjustment Administration will furnish materials and services for carrying out certain approved soil-building practices under the 1941 Agricultural Conservation Program. Pursuant to this provision, insofar as possible, the Southern Division will make available to producers on cooperating farms the following materials and services: triple superphosphate, superphosphate, agricultural liming materials, slag, seeds, trees, kudzu crowns and seedlings, and terracing services. As the above noted or any other materials and services become available the State committee shall so advise the county committee in those counties in which such materials or services will be available to producers. Wherever these materials and services are furnished, a deduction shall be made from the 1941 agricultural conservation payment for the approximate cost of the materials and services.

The county office, acting through the county and community committeemen and other available means, should immediately acquaint all cooperating producers with this provision of the program and take requests from farmers for such materials and services as are now available and are needed in reaching the soil-building goal for the county.

PART II. GENERAL

A. Eligibility to Receive Materials or Services. - The county office shall be responsible for the accurate determination of the eligibility of the producer to receive any conservation materials or services requested. Special care should be taken to determine that:

1. The attention of the producer is called to the provisions of the 1941 Agricultural Conservation Program regarding the manner of using the materials and services furnished, and that he clearly understands that he is eligible to receive such materials only if they are to be used in carrying out approved soil-building practices. The producer should likewise be advised of the provisions for a deduction at twice the regular rate in cases where any materials furnished are misused.

2. The value of the total quantity of all materials or services requested by all persons on the farm shall not exceed the larger of (a) 70 percent of the estimated maximum payment which can be earned for the farm or (b) 80 percent of the estimated soil-building allowance for the farm.

3. The value of the total quantity of all materials or services requested by any person on a farm shall **not** exceed 80 percent of the payment which it is estimated that such person will earn on the farm. Where the producer obtained an advance in connection with the 1941 Wheat Crop Insurance Contract, or has assigned a part of his payments, the amount of the materials or services which he may obtain shall be reduced by the amount of the crop insurance premium advance made for him and any amount of the payment which he has assigned.

4. If the farm will not be operated in 1941 (see 1941 General Letter No. 1) the value of all materials and services requested by all persons on the farm shall not exceed 80 percent of the estimated soil-building allowance for the farm.

5. The producer requesting the material or service is not shown on the Register of Indebtedness for any reason other than premium advances made in connection with 1941 Wheat Crop Insurance Program.

6. The producer requesting the material or service is advised that it must be used on the farm with respect to which the request is made.

7. In the case of terracing service the contractor is advised that since the amount which he may be paid by the Agricultural Adjustment Administration under the contract for the construction of terraces must not exceed the maximum amount available to the producer with respect to the farm, the contractor should make a fairly accurate determination of the number of feet being terraced so that it will not be necessary to stop construction of a terrace before reaching a proper outlet.

8. The quantity of materials or services requested is not in excess of the amount the county committee determines can reasonably be used on the farm for carrying out approved soil-building practices during the current year.

B. Collections. - The treasurer of the County Agricultural Conservation Association shall be responsible for collecting from the producer, prior to the delivery of the material, any charges such as storage, demurrage, etc., which are not included in the deduction to be made from the conservation payment. Any collections received in this connection shall be handled and accounted for in accordance with the provisions of the SR-County Association Procedure 501.

C. Consignment of Materials. - Where desirable, materials may be consigned to a county prior to the receipt in the county office of requests therefor by producers. Such consignments shall be limited to cases where:

1. It is not practicable to first obtain requests from producers for the material;

2. It may reasonably be expected that producers in the county will request materials in an amount at least equal to that consigned and that such requests will be made in time for the material to be applied under the 1941 Agricultural Conservation Program, and

3. The expense of handling and storing the materials will not be prohibitive.

Where consignment of materials is requested by the county committee, the committee must submit with its request for such materials evidence that all the conditions specified in the foregoing paragraph exist.

The treasurer of the county association shall be responsible for the proper handling and storing of all materials consigned to the county. He shall submit to the State office at the end of each month a report of such materials showing:

1. The amount on hand at the beginning of the month;

2. The amount received during the month;

3. The amount delivered to producers under Forms ACP-64 during the month;

4. The amount on hand at the end of the month.

Materials that were consigned to the county under the 1940 Agricultural Conservation Program, but which were not issued to producers under that program may be issued to eligible producers under the 1941 program.

D. Transfer of Materials. - Where a producer refuses to accept materials which he has requested, such materials may be transferred by the county office to other eligible producers in the county. In such cases a new request on Form ACP-64 must be prepared and transmitted to the State office together with an explanatory statement as to why the transfer was made. The original request shall then be canceled by writing the word "canceled" and a reference to the new request across the face thereof. Transfer of material between producers in any other manner will not be permitted.

The county office shall maintain a record of the material furnished to producers under the 1940 Agricultural Conservation Program but not used under that program. Such material may be used by the producer to whom it was furnished on any farm on which he carries out farming operations in 1941 but must be used in carrying out an approved soil-building practice or a deduction for misuse of the material must be made from any payment accruing to him.

E. Farmyard Delivery of Material. - In counties where farmyard delivery of material is not already available, hauling contracts may be effected for the delivery of materials where practicable. Where hauling contracts for delivery of material are desired, the county committee should request the State office to furnish the proper procedure for making such contracts.

F. Requests for Services.- When the requests relate to services such as construction of terraces, running of terrace lines, etc., such requests shall not be transmitted to the State office until the services have been completed and approved by the County Performance Supervisor.

In areas where contracts for terracing service have been awarded, the county office shall deliver to the contractor authorizations (Forms SRM-513) for such terracing services to be rendered for producers on farms for which requests have been approved. Since requests for terracing services will not be sent to the State office until after the services have been rendered, care must be exercised to see that such services do not exceed the maximum amount available to the producer with respect to the farm.

G. Joint Orders and Stop-over Privileges. - Where it is not practicable for one county to secure requests sufficient for a minimum carload of a given material, a joint order by that county and another county may be made. In such cases the counties involved shall agree to pool their orders and the requests for the material shall be submitted to the State office by the county to which the material will be consigned.

In cases of railhead delivery of materials, arrangement may be made for stop-over privileges; that is, the car may be opened at more than one shipping point on the railroad making delivery provided the State office approves the request for stop-over privileges.

PART III. EXECUTION OF FORMS

A. Form ACP-64. - Form ACP-64-SR (Revised September 3, 1940), "Request for Conservation Materials or Services Under the Agricultural Conservation Program," (hereinafter referred to as Form ACP-64) shall be used by producers in filing requests for material or service under the 1941 Agricultural Conservation Program and shall be prepared in triplicate. A separate Form ACP-64 must be used for each request and for each kind of material or service requested.

1. Heading. - Enter in the spaces provided in the upper right hand corner the State and county code, the farm serial number, and the program year. Make no entry at this time in the space for Aaa number.

2. Section I.

(a) Enter in column (1) a description of the material or service requested.

(b) Enter in column (2) the quantity of the material or service requested, expressed in terms of the unit applicable to the material or service (tons, pounds, feet, days, etc.). Before the quantity is entered a rough calculation should be made to determine whether the quantity desired may be obtained. In case of farmyard delivery the amount requested must not be less than the minimum, if any, specified in the contract.

(c) Enter in column (3) the rate of deduction for the material or service requested, expressed in terms of the amount of deduction per ton for liming materials and slag, per hundred pounds for superphosphate and seeds, per thousand for trees or kudzu crowns and seedlings, per hundred linear feet for terracing, and per day for running terrace lines.

(d) Enter in column (4) the amount obtained by multiplying the rate in column (3) by the amount in column (2) (reduced, if necessary, to units to which the rate in column (3) is applicable).

(e) Enter in column (5) the total amount of previous requests for materials or services under the 1941 Agricultural Conservation Program. This should include the amounts shown in column (4), Section I of all Forms ACP-64 previously filed for the same producer for the farm (which may be obtained from column (6), Section I of the last preceding Form ACP-64 for the producer for use on the farm) and should not exceed the amount shown in column (7), Section I of the form.

(f) Enter in column (6) the total of the entries in columns (4) and (5). If the entry in column (6) exceeds the entry in column (7), it will be necessary to reduce the quantity in column (2) and recompute columns (4) and (6).

(g) Enter in column (7) the maximum amoumt of conservation materials or services available to the producer with respect to the farm, determined in accordance with the provisions of paragraphs 2 and 3, Section A of Part II hereof.

3. Section II.

(a) Enter in the space immediately following the words "Delivery desired" the month and year in which it is most desirable that the material be delivered, or that the service be rendered.

(b) If railhead delivery of a material is being requested, enter in line 1 the name of the siding, plant, warehouse, etc., where the material is to be delivered.

(c) For farmyard delivery of a material, enter in lines 2 and 3 the location of the farm to which the material is to be delivered.

(d) If a service is being requested enter in line 1 the months of second and third choice in which the service may be rendered and enter the location of the farm on lines 2 and 3.

4. Section III.

(a) Enter in the space provided the name and number of each soil-building practice (as designated in the State Handbook) in connection with which the material is to be used or the service is to be rendered. Where material is to be applied to a crop, enter the name of the crop.

(b) Enter in the column headed "Acres" the number of acres to be treated with or planted to the material requested, or on which terraces are to be constructed.

(c) Enter in the column headed "Rate of application" the rate per acre expressed in terms of pounds, tons, etc., at which the material requested will be applied. This entry shall be obtained by dividing the entry in the column headed "Total quantity" by the entry in the column headed "Acres". Where the specifications for the soil-building practice require a specified minimum rate, a check should be made to see that the indicated rate of application equals or exceeds the minimum rate and the producer should be advised to try to apply more than the minimum rate in order to be sure to qualify in that respect. No entry shall be made in this column if the request is for the construction of terraces.

(d) Enter in the column headed "Total quantity" the amount of material or service requested. This entry shall be be obtained from column (2) of Section I.

(e) Enter in the column headed "Credit" the amount in dollars that may be earned by carrying out the indicated soil-building practice with the material or service requested at the indicated rate of application.

(f) In the case of terracing service, enter in the unused space in Section III (or, if more convenient, on an attached rider signed by the applicant) the following:

"If this application is recommended by the County Performance Supervisor and approved by the county committee, I agree on my own responsibility to:

(1) Provide properly constructed and approved terrace outlets 1/ and

(2) Properly maintain the terrace outlets in connection with annual farming operations on the farm."

Note: Section III shall not be executed for the running of terrace lines.

1/ Not applicable where contractor provides, as part of the terracing service, properly constructed outlets.

5. Section IV.

(a) Type or print the name of the applicant in the space immediately below the printed matter and above the space provided for his signature.

(b) Enter in the space provided the complete mailing address of the producer making the request.

(c) The producer requesting the material or service shall then affix his signature in the space provided and insert the date of signature in the space provided at the left of his signature.

6. Section V.

(a) A clerk in the county office shall verify the fact that the name of the producer requesting the material or service is not on the register of indebtedness and shall verify the entries on the form and enter his initials in the space provided.

(b) If the county committee approves the request for the material or service, one member of the committee shall affix his signature in the space provided.

7. Section VI. - After the material has been delivered or the service has been rendered to the producer making the request (and in the case of terracing service after the County Performance Supervisor has inspected and approved the terraces), Section VI shall be executed as follows:

(a) Enter in the space provided for "Quantity" the total amount of material delivered or of the service rendered.

In the case of terracing service the amount to be entered shall be the smaller of (1) the amount entered in column 2, section I, of the related Form ACP-64, or (2) the number of feet which the contractor certified on the related Form SRM-513 that he constructed for the producer. This entry shall be made by the County Performance Supervisor when he visits the farm. If the entry in column 2, section I has been increased the producer shall enter his initials above or beside such increased figures indicating his approval thereof.

Note: If the entry in this space does not agree with the entry in column (2) of Section I, the entries in columns (2), (4), and (6) of Section I and in the columns headed "Total quantity" and "Credit" of Section III shall be corrected accordingly.

(b) Enter in the space provided for "Unit" the applicable word: - "tons", "pounds", etc.

(c) Enter in the space provided the name of the material or service.

(d) The producer to whom the material is furnished or for whom the service was rendered, or the person whom he has authorized in Section VII to receive the material or service in his behalf, shall affix his signature and the date thereof in the spaces provided.

8. Section VII. - If it is probable that the producer requesting the material or service will not be at the point of delivery to acknowledge receipt of the material or service, he may execute Section VII, thereby authorizing the person named therein to receipt for the material or service in his behalf.

B. Form SRM-513. - Form SRM-513, "Authorization for Construction of Terraces" (hereinafter referred to as Form SRM-513), a copy of which is attached, shall be used by the county committee to authorize the contractor to construct terraces on each farm for which a Form ACP-64 has been executed by a producer requesting terracing service and the county committee has approved the furnishing of this service. Each Form SRM-513 shall be assigned an order number, beginning with number 1 for the first Form SRM-513 executed in the county and continuing thereafter in numerical sequence. Form SRM-513 shall be prepared in triplicate as follows:

1. Enter in the space provided the State and county code and farm serial number from the Form ACP-64.

2. Enter in the space provided the order number. (The order number shall be determined as provided above.)

3. Enter in the spaces provided the name and address of the contractor.

4. Enter in the space provided the contract number.

5. Enter in the space provided the number of feet of terracing requested. This entry shall be obtained from column (2), Section I, of Form ACP-64.

6. Enter in the spaces provided the name and address of the producer from Form ACP-64.

7. Enter in the spaces provided the location of the farm.

8. The county committee shall examine Form SRM-513 and upon its approval one member of the committee shall affix his signature and the date thereof in the spaces provided. Upon approval by

the county committee of a Form SRM-513, the order number of the request shall be entered on the applicable Form ACP-64 in the space provided for the Aaa number. The county office shall deliver immediately to the contractor the original and one copy of Form SRM-513. The contractor should be advised that if the producer wishes to have more terraces constructed than the Form 513 authorizes the contractor will have to look to the producer for payment for the construction of additional terraces, unless the producer has not requested as much terracing service as he could have obtained for the farm and the producer wishes to initial the Form ACP-64 requesting additional terracing service. The producer may go to the county office and initial the Form ACP-64, thus authorizing the change, or he may initial the Form ACP-64 when the County Performance Supervisor checks the terraces. In such cases the number of feet of terraces authorized on Form SRM-513 shall be increased in a like amount when such form is received in the county office and such increase shall be initialed by a county committeeman.

The contractor shall, upon completion of the terracing service, enter in the space provided on Form SRM-513 the number of feet of terraces actually constructed and shall affix his sugnature and date thereof in the applicable spaces. The contractor shall then return the original Form SRM-513 to the county office.

C. Checking the terraces and correcting Form ACP-64 where necessary. - If the Form SRM-513 shows that the contractor has constructed more terraces for a producer on a farm than was authorized on the Form SRM-513, the related Form ACP-64 should be examined to determine whether the producer is entitled to more terracing service on the farm than he requested. If the amount in column (7), Section I, of Form ACP-64 exceeds the amount in column (6), Section I, the producer is eligible for more terracing service than he requested, and if he so requests the amount shown in column (2), Section I, should be increased to the amount of terraces actually constructed unless such increase would cause column (6), Section I, to exceed column (7), Section I. In the latter case the amount entered in column (2), Section I, shall be an amount which will make the entry in column (6), Section I, equal the entry in column (7), Section I.

As soon as practicable after a Form SRM-513 is received from a contractor the county performance supervisor shall visit the farm and check the terraces and see if they meet the requirements of the contract. The County Performance Supervisor shall enter on Form SR-512C, "Supplement to Performance Report," the number of feet of terraces which meet the specifications of the State Handbook. 2/ These entries shall be made in accordance with the 1941 performance instructions.

2/ The Form SR-512C so prepared shall be executed in the regular manner, as outlined in SRB-503, except that only data with respect to the terraces in question shall be included thereon. The Form SR-512C so prepared shall become a part of the 1941 performance records for the farm. (Note: If the County Performance Supervisor is not competent to check the construction of terraces, arrangements must be made for a supervisor who is competent to perform such work.)

D. Form SRM-514. - A representative of the county office and the contractor shall agree upon the interval of time to be covered by Form SRM-514, "Report of Terracing Services Rendered" (hereinafter referred to as Form SRM-514) As soon as possible after all terraces constructed by the contractor during that period of time have been checked by the County Performance Supervisor the Form SRM-514 shall be prepared in quintuplicate (original and four copies) as follows:

1. Enter in the spaces provided the names and code numbers of the State and county, the contract number, and the transmittal number. The transmittal number shall be the same as that shown on the related Form No. ACP-65.

2. Enter in the spaces provided the beginning and closing dates of the period covered by the report, the number of feet of terraces constructed, and the name and address of the contractor who constructed the terraces. The amount of terracing services to be included in any report shall be the total of the amounts shown in Section VI of the Forms ACP-64 for the terraces constructed during the period covered by the Form SRM-514.

3. The County Performance Supervisor who inspected the services shall affix his signature and the date thereof in the spaces provided.

4. If the county committee finds, on the basis of the County Performance Supervisor's report, that such services were properly rendered in keeping with the terms of the contract, one of its members shall affix his signature and the date thereof in the spaces provided.

Upon approval by the county committee of Form SRM-514, the county office shall deliver one copy of same to the contractor to be used in executing his claim for payment.

E. Form No. ACP-65. - The Form No. ACP-65, Revised January 20, 1939, "Summary of Requests," (hereinafter referred to as Form ACP-65) shall not be executed for Forms ACP-64 relating to services rendered until -

(a) The services have been completed, and

(b) Have been inspected and checked by the County Performance Supervisor to determine that they have been rendered in accordance with the contract, and

(c) Section VI of Form ACP-64 has been executed and Sections I and III corrected, if necessary.

Form ACP-65 shall be used to summarize and transmit Forms ACP-64 to the State office. Different kinds of materials or services shall be listed on separate forms. Form ACP-65 shall be executed as follows, and shall be prepared in triplicate if the requests listed thereon are for terracing service, running

terrace lines, or railhead delivery of material, and shall be prepared in quintuplicate if the requests are for farmyard delivery of material:

1. Enter in the space provided the names and code numbers of the State and county.

2. If the requests are for material -

   (a) Enter in the spaces provided the name of the material and the date delivery is desired.

   (b) In case the material is to be shipped by railroad 3/ or other common carrier -

      (1) Enter the name and mail address of the treasurer of the County Agricultural Conservation Association in the spaces provided for the name and address of the consignee.

      (2) Enter in the spaces provided the name of the railroad or other common carrier which is to deliver the material and the actual point at which delivery is to be made.

   (c) In case of requests for farmyard delivery of material 4/ -

      (1) Enter in the space provided for the name of the person designated as consignee "Deliver to producers listed hereon at addresses indicated" in lieu of what would otherwise be entered therein.

3. If the requests are for terracing services or for the running of terrace lines, Form ACP-65 shall be used solely as a transmittal form for submitting Forms ACP-64 to the State office. Each transmittal of Forms ACP-64 in such cases shall be assigned a transmittal number beginning with number 1 for the first transmittal from the county and continuing thereafter in numerical sequence. The transmittal number shall be entered in the space for Aaa number. The name of the service requested shall be entered in the space provided for "Name of material."

4. Enter in the respective columns the following information from each Form ACP-64:

3/ Forms ACP-64 listed must request at least a minimum carload of material when railhead delivery is requested.

4/ When the Forms ACP-64 request farmyard delivery of material they should be listed on a Form ACP-65 by communities insofar as possible to facilitate delivery by the trucker.

(a) The serial number.

(b) The name and address of the producer requesting the material or service.

(c) The applicable unit (pounds, tons, feet, etc.).

(d) The quantity of material or service requested by the producer.

5. Enter in the space provided the total quantity of material or service requested.

6. Upon approval by the County Committee, one member of the committee and the secretary of the County Agricultural Conservation Association shall affix their signatures and enter the date thereof in the spaces provided.

7. If the Form ACP-65 is prepared for Forms ACP-64 relating to terracing services or for the running of terrace lines, the transmittal number shall at this time be entered on each Form ACP-64 in the space provided for Aaa number.

If executed in connection with railhead delivery of material or running terrace lines, the original and one copy of Form ACP-65 shall be transmitted to the State office together with the original and all copies of the related Forms ACP-64. When approved by the State office the copy of Form ACP-65 and the original and all copies of Forms ACP-64 relating to requests for railhead delivery of material or running terrace lines shall be returned to the county office.

When the requests are for farmyard delivery of materials, the original and three copies of Form ACP-65 shall be transmitted to the State office, together with the original and all copies of the related Forms ACP-64. When approved by the State office, the Form No. ACP-66 "Request for Shipment," (hereinafter referred to as Form ACP-66) two copies of Form ACP-65, and the original and all copies of Form ACP-64 shall be forwarded to the contractor or vendor. Upon receipt of these forms, the contractor or vendor shall deliver the material to the applicable producers. Section VI of Form ACP-64 shall be executed by the producer at the time the material is delivered to him. The contractor or vendor shall then forward to the county office one copy of the Form ACP-65 and all copies of the related Forms ACP-64.

When the requests are for construction of terraces, Forms ACP-65 and related Forms ACP-64 shall be held in the county office until the voucher claiming payment for construction of the terraces has been received from the contractor. When the voucher has been approved by the State office, one copy of Form ACP-65 together with the Forms ACP-64, shall be returned to the county office.

When the Forms ACP-64 and ACP-65 in connection with requests for material have been approved by the State office, a copy of Form ACP-66, together

with a copy of Form ACP-65 and the original and all copies of Form ACP-64, shall be forwarded to the county office as notice that shipment of the material has been requested by the State office.

F. Form No. ACP-67. - When materials shipped to the treasurer of the county association have been received and inspected by him, Form No. ACP-67, Revised June 18, 1940, "Receiving and Inspection Report," (hereinafter referred to as Form ACP-67) shall be executed in quadruplicate as follows:

1. Enter in the spaces provided the names and code numbers of the State and county.

2. Enter, in the space provided for the request for shipment number, the Aaa number shown on the related Form ACP-66.

3. If the material is shipped by common carrier, enter, immediately below the title of the form, the bill of lading number preceded by the letters "B/L."

4. Fill out such part of the remainder of Form ACP-67, including the report of loss, damage, shortage, etc., as is applicable. Where any loss, damage, etc., of material occurred or where the material received is less than the amount requested, a full statement of the facts in connection with the loss, damage, or shortage, etc., must be included and, where known, the cause must be stated. In all cases, the amount shown as received shall include only that amount received in an acceptable condition and shall not include any amount reported as lost. Where necessary, the assistance of the local freight agent should be requested.

5. The designated consignee shall affix his signature and the date thereof in the spaces provided. In case the designated consignee is not available for executing the form, he may authorize some reliable person in writing to supervise the delivery of the material and to execute Form ACP-67 for him, in which case the person so designated shall also sign his own name.

The original and first two copies of Form ACP-67 must then be forwarded to the State office immediately, and the other copy retained in the county office files. (Delay in this respect will delay settlements with vendors and may cause loss of discounts.)

PART IV. PAYMENT FOR MATERIALS AND SERVICES

A. Payment by use of Standard Form No. 1034. - Standard Form No. 1034, "Public Voucher for Purchases and Services Other Than Personal," revised May 26, 1938 (hereinafter referred to as Form 1034), shall be used to effect payment to the contractor in all cases except those where the contract is for services in connection with running terrace lines or for hauling materials from the source of supply to the individual farm, or is for charges made for handling or storing materials consigned to the association. Form 1034 shall

be prepared by the contractor and, unless he has been advised to the contrary by the State office, shall be submitted to the county office. Upon receipt of Form 1034, the county office shall check the form in order to determine that:

1. Form 1034, revised May 26, 1938, has been used, or if Form 1034, revised June 8, 1937, has been used and the voucher is for payment of materials, that the following, or a substantially similar certification, has been entered thereon over the signature of the claimant:

"I certify that State or local sales taxes are not included in the amount billed."

2. An original and three memorandum copies, Form 1034a, for the use of the Washington office, have been submitted. Any additional copies needed for use in the State or county offices should have been made.

3. Each Form 1034 filed as a claim for payment in connection with materials represents the total claim against any one order, since partial payment cannot be permitted. Claims representing two or more orders for materials will not be allowed on one Form 1034.

4. Any change or erasure on Form 1034 has been initialed by the payee or his authorized representative.

5. The space for the "DO. Vou. No." has been left blank.

6. "Department of Agriculture, AAA" has been entered in the space marked "U.S." If omitted, enter.

7. The names of the city and State in which the contractor's or vendor's office is located and the date of preparation have been entered in the line for "Voucher prepared at."

8. The name of the payee has been properly entered in the line for "The United States, Dr. To."

9. The address of the payee has been properly entered in the line for "Address."

10. The block headed "Paid by" has been left blank.

11. The block headed "General Accounting Office Preaudit" has been left blank.

12. The percentage and number of days in which the discount, if any, is effective has been entered in the space headed "Terms ...%...Discount Cash ... days."

13. The serial number and date of Form ACP-66 in the case of farmyard delivery, or the order numbers and dates of Forms SRM-513 in the case of services, and the State and county code have been entered in the column headed "No. and Date of Order."

14. The date of shipment by rail, the date on which delivery was completed in the case of farmyard delivery, or the dates on which the services were completed, which shall be the date of the producer's receipt on Form SRM-513 in the case of services rendered, have been entered in the column headed "Date of Delivery or Service."

15. A description of the material furnished or service rendered has been entered in the column headed "Articles or Services."

(a) This description must agree with the description of the material or service in the bidder's contract; for example, "Standard ground limestone," "Calcium silicate slag," or "Marl." "Liming materials," "Limestone," or other general descriptive phrases are not acceptable.

(b) If the material is delivered to the farmyard, the description of the material must be followed by "Delivered prepaid to farmyards in _____ County."

(c) The description must show the type of container in which the material was delivered or shipped when the price is affected thereby.

Examples - Bagged, paper bags, burlap bags, cotton bags, bulk, closed car, or open-top cars.

(d) If the claim is in connection with terracing services, the description to be entered shall be "Terracing services rendered to farms in _____ County."

16. The quantity of material delivered or service rendered, expressed in terms of the unit applicable to the material or service, has been entered in the column headed "Quantity."

17. The Unit price has been entered in the subcolumn headed "Cost" of the "Unit Price" column on a line directly opposite the corresponding entry in the quantity column and that it agrees with the contract price.

18. The proper unit designation, such as "Ton," "100 ft.," "100 lbs.," etc., has been entered in the subcolumn headed "Per" of the "Unit Price" column.

19. The amount claimed has been entered in the column headed "Amount" opposite each unit price shown. Verify the amount entered by multiplying the quantity by the cost per unit.

20. The following properly signed certification appears on the face or reverse of the Form 1034 if the terms of the contract so require: "I hereby certify that the stipulations required by law and/or under contract, etc., with respect to wages, rights, and hours of work of employees have been complied with."

If the Form 1034 pertains to farmyard delivery of phosphate the following additional certification must also appear thereon: "I certify that the United States has received the benefit of decline, if any, in the market price(s) in accordance with the stipulations under the contract."

21. If the clain is with respect to material, one of the shipping points names in the contract has been entered in the space following the words "Shipped from."

22. If the claim relates to railhead delivery of material, entries appear in the spaces following the words "To," "Weight," and "Government B/L No."

23. The total amount of money claimed has been entered in the space for "Total" of the "Amount" column. Verify the amount entered by adding the entries in the "Amount" column.

24. The signature of the payee has been affixed in the space provided. Where such signature is in a representative capacity, the title of the representative of the payee must be shown.

25. The "Contract No." and "Date" are correctly shown.

26. If the claim relates to materials, the entries, if any, in the spaces designated "Req. No.," and "Date", agree with the related Form ACP-66, no entry need be made in the space for "Invoice Rec'd."

It is to be noted that, in the case of services rendered, the information required on Form 1034 in columns headed "No. and Date of Order," "Date of Delivery or Service," "Quantity," "Unit Price," and "Amount" shall be listed on separate lines for each farm on which services were rendered.

After the above-listed items have been checked and the county committee has determined that the materials or services were delivered in accordance with the terms of the contract, the county committee shall execute a statement in triplicate, setting forth:

1. that the amount of material or service for which payment is claimed by the contractor has been delivered,

2. if the claim relates to material, that such material was delivered not later than the date shown in the related voucher, and

3. the date on which the Form 1034 in question was received in the county office.

The statement must be signed by at least two members of the county committee.

After Form 1034 has been examined in the county office and the necessary statements in connection therewith have been prepared, the original and three

copies of the Form 1034, together with the original and one copy of the related statement by the county committee, shall be submitted to the State office. In cases where the voucher is for terracing service the original and one copy of Form ACP-65, the original and all copies of Form ACP-64, the original and two copies of the related Form SRM-514, and the original of the related forms SRM-513 shall also be submitted to the State office.

B. Payment by use of Form ACP-9. - Form ACP-9, Revised, "Statement of Administrative Expenses," (hereinafter referred to as Form ACP-9) shall be used to effect payment in cases where service is in connection with running terrace lines or delivery of material under hauling contracts. Where a claim is for running terrace lines, payment shall be made in accordance with the established procedure for making payments to persons who render personal service to the county agricultural conservation association. Where the claim is for delivery of materials under hauling contracts, payment shall be made in accordance with established procedure for making payment in connection with miscellaneous expenses of the association. In the latter case, an itemized statement of the services rendered must be submitted by the contractor and must accompany the Form ACP-9 to the State office.

Issued April 22, 1941, with the approval of the Administrator.

I. W. Duggan,
Director, Southern Division.

SRM-514 (Sample)

_____
(Names and codes of State and County)

_____
(Contract number)

_____
(Transmittal number)

REPORT OF TERRACING SERVICES RENDERED

This is to certify that during the period _____

to _____, inclusive _____

feet of terraces were constructed by _____
(Name of contractor)

of _____ in accordance with the terms of the
(Address)

above-noted contract on farms in this county. The services indicated have been personally inspected by me and were found to meet the specifications of the contract and I recommend that such services be accepted as satisfactorily performed.

_____ _____
(Date) (Signature of County Performance Supervisor)

Approved:

_____ _____
(Date) (Signature of County Committeeman)

Related Standard Form 1034 approved for $ _____

_____ _____
(Date) (Certifying Officer)

SRM-513 (Sample)

_____
(State and county code and farm serial No.)

_____
(Order number)

AUTHORIZATION FOR CONSTRUCTION OF TERRACES

To: _____ _____
(Name of contractor) (Contract number)

_____
(Address)

You are hereby authorized to construct _____ of terraces
(feet)

for _____ of _____
(Name of producer) (Address)

on the farm indicated above, located _____ mi. _____

of _____ on _____ road.

_____, 1941 _____
(Date) (Member of County Committee)

I hereby certify that I have constructed _____ ft.

of terraces on the above-indicated farm in accordance with the terms

of the contract.

_____, 1941 _____
(Date) (Signature of contractor)

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SRB-507
Amendment 1.

Issued July 19, 1941

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U.S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1941 AGRICULTURAL CONSERVATION PROGRAM
Southern Region Bulletin 507

COUNTY OFFICE INSTRUCTIONS FOR OBTAINING CONSERVATION MATERIALS AND SERVICES UNDER THE 1941 AGRICULTURAL CONSERVATION PROGRAM

SRB-507 is hereby amended as follows:

1. Subsection 3, Section A of Part II (page 2) is amended to read as follows:

"The value of the total quantity of all materials or services requested by any person on a farm for which crop allotments are established shall not exceed 80 percent of the payment which it is estimated that such person will earn on the farm. Where the producer obtained an advance in connection with a 1941 Wheat Crop Insurance Contract, or has assigned a part of his payments, the amount of the materials or services which he may obtain shall be reduced by the amount of the crop insurance premium advance made for him and any amount of the payment which he has assigned, but in any case a producer may obtain conservation materials or services up to the amount of the smaller of (a) 80 percent of the payment which it is estimated that such person will earn on the farm, or (b) the estimated amount of the unearned soil-building allowance for the farm plus any soil-building payment already earned by the producer.

"The value of the total quantity of all materials or services requested by any person on a farm for which crop allotments are not established shall not exceed 80 percent of the estimated payment which such person will earn on the farm less any amount of such payment which he has assigned."

2. Item (a), subsection 2, Section A of Part III (page 5) is amended to read as follows:

"(a) Enter in column (1) a description of the material or service requested. If there are two or more rates of deduction in effect in the county for the same kind of material or service there shall also be entered in column (1) the number of the contract (Als number) under which the material or service requested is to be furnished."

3. Item 4 of the first paragraph of Section F of Part III (page 14), is amended to read as follows:

"4. Fill out such part of the remainder of Form ACP-67, including the report of loss, damage, shortage, etc., as is applicable.

Where any loss, damage, etc., of material occurred or where the material received is less than the amount requested, a full statement of the facts in connection with the loss, damage, or shortage, etc., must be included and, where known, the cause must be stated. In all cases, the amount shown as received shall include only that amount received in an acceptable condition and shall not include any amount reported as lost. In all shipments where a loss, shortage, or damage is noted the attention of the local freight agent should be directed to such loss, shortage, or damage. If it is not possible to definitely establish the responsibility of the loss, shortage, or damage, the county committee shall submit with the related Form ACP-67 a statement of the facts in the case, and of the conclusions and recommendations of the committee.

"Where the association incurs an expense in connection with the salvaging of damaged material, a statement shall be attached to the related Form ACP-67 showing the kind and amount of the expense and the month in which the expense was incurred in order that the deduction made from the vendor's payment can be identified and verified as an actual association expense.

4. SRB-507 is amended by adding thereto a new Part V reading as follows:

"PART V. CONTRACTING FOR MATERIALS OR SERVICES

A. Solicitation of Bids

When the county committee desires to make available conservation materials or services in the county, not otherwise provided for, a request for permission to obtain bids for the applicable material or service shall be forwarded to the State office. This request shall include a statement as to the type or kind of material or service desired, the period in which the material or service will need to be delivered or rendered as the case may be, the method of delivery if the request is in connection with material, the names of all prospective bidders known to the county office, and the estimated amount of the material or service to be furnished or rendered if a contract is effected. If the State office approves the request it will either forward to the county office a sufficient number of prepared Standard Forms No. 33, "Invitation, Bid and Acceptance" (hereinafter referred to as Standard Form No. 33), in order that one such form together with any statements attached thereto may be forwarded by the county office to each prospective bidder known to the county office or the State office will take the necessary action toward effecting a contract under which the county will be served. If the Standard Forms No. 33 are received in the county office one such form shall also be posted in a public place in the county, such as the county courthouse or a post office, as an advertisement of the solicitation of bids.

B. Receiving and Opening Bids

1. Bids will be received at the office of the County Association and held unopened under lock until the date and time of

opening stated on the related Standard Form No. 33. Any bids received and opened through error will be immediately resealed by the person opening them, who will in turn affix his signature on the envelope and indicate thereby that the envelope was opened by him and shall attach to the envelopena detailed statement as to why the envelope was opened, along with substantiating statements from any other person(s) witnessing the improper opening of the envelope. The person who opened the envelope in such a case shall be held responsible for seeing that the contents thereof are not divulged.

2. On the date and at the time specified in the related Standard Form No. 33, all bids received will be opened by the Chairman of the County Committee in the presence of at least two other persons and at the place stated in the advertisement, and by him read publicly. The prices bid and the names of at least three persons present at the opening shall be recorded as a part of the permanent record of the association. The opening of the bids shall be publicly held but it is not necessary that any or all bidders be present.

3. Bids received after the time of opening specified in the related Standard Form No. 33 will be returned to the bidder unopened, except in the case where the delay was due to the mails, and the Post Office cancelation mark, confirmed by the Postmaster, clearly indicates that the bid was mailed at such a time and manner that it would have been received in the ordinary course of mails before the time fixed for the opening of the bids. In the latter event the bid shall be opened, considered, clearly marked to show the time of receipt, and as hereinafter provided such bid, together with the envelope in which it was mailed, shall be forwarded to the State office along with the bids timely received.

C. Recommending Award of Contracts

1. After the bids are opened they shall be tabulated and considered by the county committee. Recommendation shall be made by such committee to the Director of the Southern Division as to the acceptance or rejection of the various bids. The recommendation of the county committee shall be in substantially the same form and include the information indicated in the example attached hereto. No material or service shall be delivered under any bid until proper authorization therefor is received from the Director of the Southern Division.

2. All bids received in response to an invitation issued by the Association, whether quoting a price or not, must be forwarded to the State office.

3. There shall also be submitted with the bids a list of the names of all persons furnished Standard Forms No. 33 and who failed or refused to file a bid.

4. The lowest bid received which meets the specifications and requirements of the invitation to bid must be recommended for acceptance, provided the price is considered reasonable. If the lowest bid is not recommended for acceptance the reasons therefor must be fully stated. More than one bid may be recommended for acceptance if it appears that all of the material or service advertised for cannot be supplied under the lowest acceptable bid. In such case additional recommendation for awards may be made based upon the next lowest acceptable bids.

5. If, at the bid price, the total cost of the material or service offered by the bidder exceeds $10,000.00 and a statement of the applicable provisions of the Walsh-Healey Act is not attached to the bid as submitted, the bid must be rejected unless the county committee estimates that the total cost of the material or service which will actually be taken under the contract will not exceed $10,000.00. In the latter event a statement to that effect must be included in the recommendation for acceptance."

Issued July 19, 1941 with approval of the Administrator.

I. W. Duggan,
Director, Southern Division.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Recommendation of award(s) on limestone as a conservation material under the Agricultural Conservation Program in Barbour County, Alabama, (or a designated area in Barbour County, Alabama.)

Under date of May 16, 1941, this office sent invitations to bid on limestone to be used as a conservation material under the Agricultural Conservation Program in Barbour County, Alabama, to six individuals and concerns, which number includes all firms normally supplying such material in Barbour County. Bids were opened at the place, time and date shown on the invitation and prospective bidders and other interested parties were allowed to be present.

All responses to this advertisement are transmitted herewith. The following is a listing of the bidders responding:

Clayton Limestone Company,
Clayton, Alabama.

Richard Roe,
Eufaula, Alabama.

Limestone Company of Alabama.
Eufaula, Alabama.

It is recommended that the following bid, the lowest submitted, offering material meeting specification requirements, at a price considered just and reasonable and which does not exceed the current market price for limestone in this county, be accepted:

Clayton Limestone Company,
Clayton, Alabama.

/s/ R. ELLISON BOND
Chairman, County Committee